



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE COMPLIANCE OFFICER

\$4,619 - \$5,616

MARKET CONDUCT DIVISION

Field Claims Bureau

San Francisco

RESPONSIBILITIES:

The Associate Insurance Compliance Officer in the Field Claims Bureau will conduct examinations of licensed insurers in order to protect the insurance consumer from unfair practices and to ensure compliance with California law. Specific duties include:

- Traveling to insurance company offices in California and throughout the U.S. to investigate, evaluate, and review insurance company claims handling procedures, policy forms, and claim files
- Documenting violations found and actions taken to correct non-compliant activities
- Writing reports of examination activities, findings, and resolutions, and meeting with insurer and Department staff to communicate findings and resolve illegal practices.

Travel is required, both in state and out-of-state.

DESIRABLE QUALIFICATIONS:

Three years of insurance claims adjusting experience is desired. Graduation from college with a bachelor's degree is highly desirable; however, experience will be accepted in place of a college degree on a year-for-year basis. Knowledge of insurance practices and the Insurance Code are also desired. Very strong organizational, analytical, computer and written and verbal communication skills are necessary, and the ability to work independently is essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Insurance Compliance Officer level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Teresa Foster, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "AICO, #413-142-8562-005" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3423.

FINAL FILING DATE: AUGUST 31, 2012 - Close of Business

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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